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UNITED NATIONS INTERNATIONAL SYMPOSIUM ON TRADE EFFICIENCY
Preparatory Committee
First Session
Geneva, 27 June 1994
Item 3 of the provisional agenda

ADOPTION OF THE AGENDA AND ORGANIZATION OF WORK

Provisional agenda and annotations to the provisional agenda

I. PROVISIONAL AGENDA

1. Election of officers

2. Adoption of the rules of procedure

3. Adoption of the agenda and organization of work

4. Consideration of guidelines on key sectors for trade efficiency: customs, transport, banking and insurance, business information for trade, business practices, and telecommunications

5. Consideration of the draft Columbus Ministerial Declaration on Trade Efficiency

6. Matters relating to the organization of the United Nations International Symposium on Trade Efficiency

7. Other business

8. Adoption of the report of the Preparatory Committee to the United Nations International Symposium on Trade Efficiency.

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II. ANNOTATIONS TO THE PROVISIONAL AGENDA

Item 1: Election of officers

At its 843rd plenary meeting, on 27 May 1994, the Trade and Development Board endorsed the recommendations made by the Ad Hoc Working Group on Trade Efficiency that the Bureau of the Ad Hoc Working Group should serve as the Bureau of the Preparatory Committee.

Item 2: Adoption of the rules of procedure of the Preparatory Committee

The Preparatory Committee may wish to decide that its rules of procedure shall be mutatis mutandis those of the Trade and Development Board.

Item 3: Adoption of the provisional agenda and organization of work

The provisional agenda in section I above has been prepared by the UNCTAD secretariat on the basis of suggestions made by the Chairperson of the Ad Hoc Working Group on Trade Efficiency at its 7th (closing) plenary meeting, on 11 May 1994.

In organizing its work, the Preparatory Committee will have to keep in mind that full interpretation services will be made available for two meetings a day, each of three hours. The normal working hours are from 10.00 a.m. to 1.00 p.m. and from 3.00 p.m. to 6.00 p.m.

Item 4: Consideration of guidelines on key sectors for trade efficiency: customs, transport, banking and insurance, business information for trade, business practices, and telecommunications

The Preparatory Committee will have before it two documents:

- The Final Report of the Ad Hoc Working Group (circulated provisionally in TD/B/40(2)/L.6), annex IV of which contains draft recommendations addressed to governments already discussed by the Ad Hoc Working Group on Trade Efficiency;

- TD/B/SYMP.TE/PC/2 prepared by the UNCTAD secretariat and containing draft recommendations extracted from documents TD/B/WG.2/6/Add.1/Part I and II and TD/B/WG.2/11/Add.1 to 5 which had not been considered by the Ad Hoc Working Group on Trade Efficiency.

Item 5: Consideration of the draft Columbus Ministerial Declaration on Trade Efficiency

The draft ministerial declaration, as considered by the Ad Hoc Working Group on Trade Efficiency, is contained in TD/B/40/(2)/L.6.

Item 6: Matters relating to the organization of the United Nations Symposium on Trade Efficiency

Under this item, matters relating to the organization of the UNISTE will be considered.

Item 7: Other business

Any outstanding issue will be discussed.

Item 8: Adoption of the report of the Preparatory Committee to the United Nations Symposium on Trade Efficiency

The report of the Preparatory Committee will be transmitted to the UNISTE through the Trade and Development Board at its forty first session (first part).

III. TENTATIVE SCHEDULE OF MEETINGS

Monday 27 June	a.m.	Item 1,2,3 and 5
	p.m.	Item 5 and 4 (banking and insurance)
Tuesday 28	a.m.	Item 4 (banking and insurance)
	p.m.	Item 4 (business information for trade)
Wednesday 29	a.m.	Item 4 (business practices)
	p.m.	Item 4 (telecommunications)
Thursday 30	a.m.	Item 4 (transport)
	p.m.	Item 5
Friday 1 July	a.m.	Item 5
	p.m.	Item 4,5,6,7 and 8